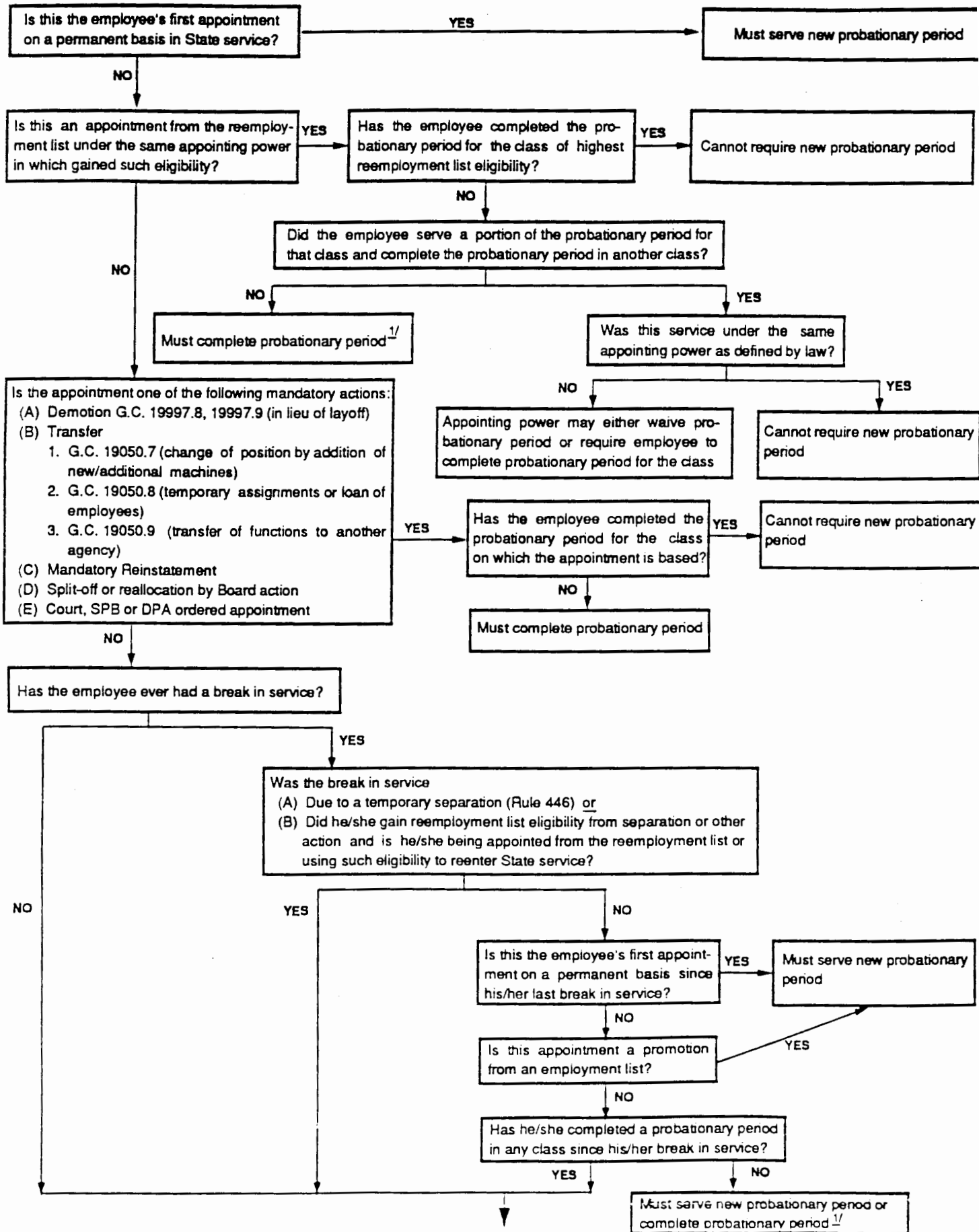
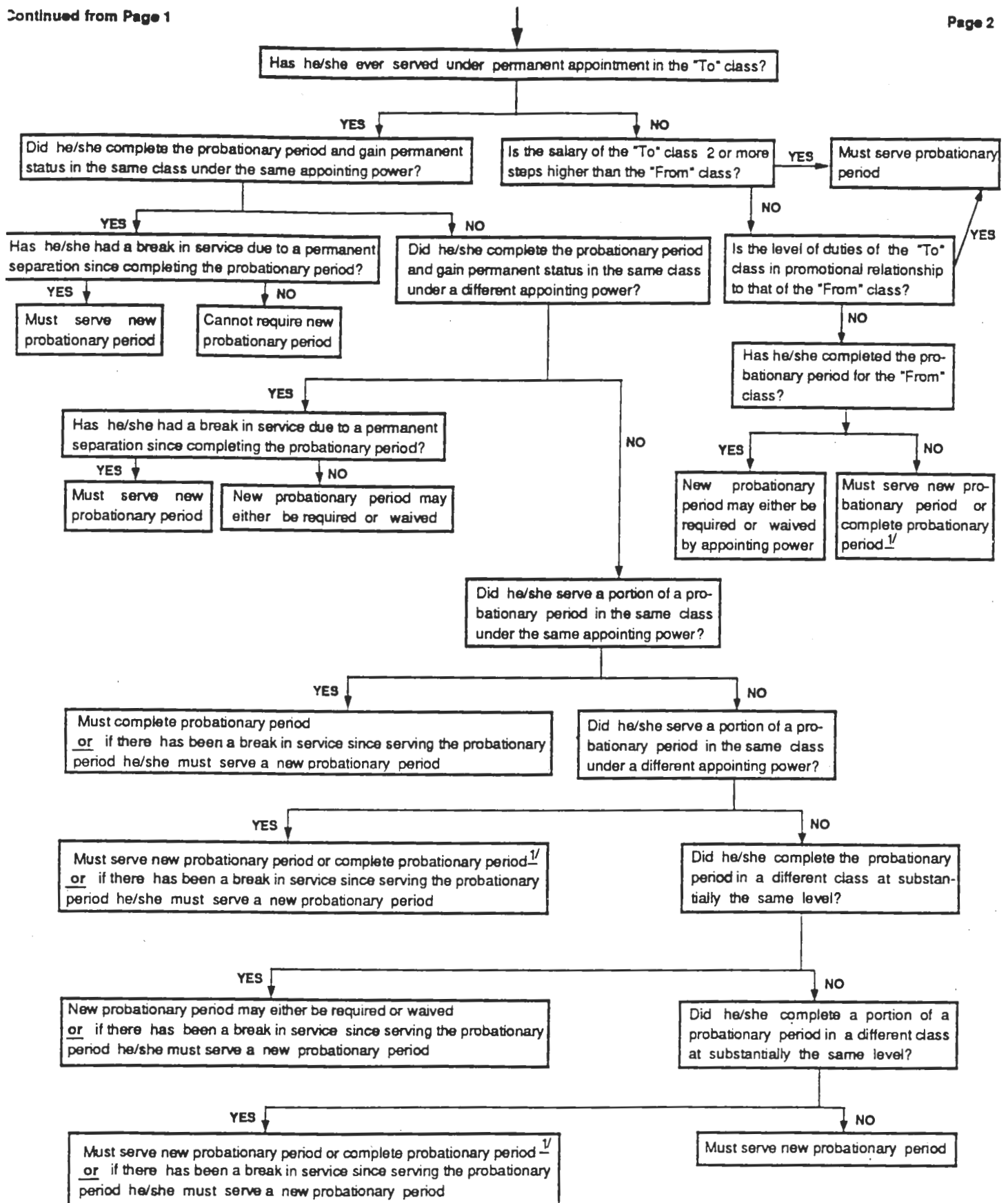


PROBATIONARY PERIODS

ATTACHMENT
PMPP Manual Section 320



Continue to top of Page 2



(a) If the employee has served a portion of the probationary period in the same class, different department or another class at substantially the same or higher level, the Department may elect to have the employee complete the probationary period instead of serving a new one. The expiration date of the probationary period to be served must be entered on the appointment document.

(b) If the employee is appointed to a class as a permanent intermittent or part-time and then becomes full-time prior to completion of the probationary period in the same class and department even if it is a different position; the employee would be required to only serve the remainder of the probationary period.



Sample

May 17, 1999

Betty A. McFarland
673 Jessie Avenue
Sacramento, CA 95838

Dear Ms. McFarland:

This letter is to inform you that your probationary period has been extended beyond June 30, 1999. According to State Personnel Board rules and regulations, Rule 321(a), your probationary period has been extended beyond the calendar expiration date because you have not worked the required number of hours to complete your probationary period.

The State Personnel Board Rule requires you to work a minimum of 840 hours to complete a 6-month probationary period. All absences, such as, sick leave, vacation credits, holidays, catastrophic leave donations, etc. cannot be counted toward time worked. As of April 30, 1999, you have worked a total of 222.5 hours as follows:

<u>PAY PERIOD</u>	<u>HOURS WORKED</u>	<u>HOURS ACCUMULATED</u>
January, 1999	134.5	134.5
February, 1999	5	139.5
March, 1999	83	222.5
April, 1999	0	222.5

Your probationary period will be complete once you have worked the necessary 840 hours. If you have any questions regarding this regulation, please contact me at 327-6075.

Sincerely,

KATHLEEN HODSON, Personnel Analyst

Cc: Personnel Transaction Unit
Michele Jones, Procurement
Robert French, Procurement
Official Personnel File